



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
OFFICE OF CORRECTIONAL OPERATIONS
STAFFORD CREEK CORRECTIONS CENTER
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To: All Concerned
Date: 3/24/07

From: Visitation Sergeant
Subject: Visit Program

VISITING ROOM RULES AND INFORMATION

Welcome

Stafford Creek Corrections Center (SCCC) strives to create a comfortable and safe visiting environment for visitors and offenders. It is our goal to promote a family oriented visiting program that promotes relations between offenders and their families.

Visit Times are as follows: 11:00am-8:00pm. Processing will begin at 11:00am. Approximately 11:30 visitors will be taken to the visit room. Processing will continue until 3:00pm; processing will resume at 4:45pm or when formal count clears and will end at 7:00pm. Visitors and offenders will be allowed to remain in the visit room the entire visit period. **If the visitor should choose to leave for any reason, the visit will be ended for the day.** Should the visit room become filled to maximum capacity, we will implement our first-in, first-out policy of visitor rotation after count clears except for Family Fun Nights.

Application Process

All visitors must submit an application form, including children (regardless of age). Please make sure all questions are answered and the back of the application is signed. Failure to do so will delay the processing of your application.

The non-incarcerated parent/legal guardian of visitors under age 18 must complete the Parent or Guardian Consent portion of the questionnaire. This portion of the questionnaire **must be** notarized. A certified copy of the minors' birth certificate must also be provided. This can be obtained from the Health Department, Vital Statistics Division. (Hospital birth certificates will not be accepted). If minor is age 16-18, a state issued picture Id must also be provided along with the birth certificate.

Children under age 18 may only visit when accompanied by their parent /legal guardian, who is on the offender's approved visit list.

The offender is informed when your application for visiting is approved. It is the offenders' responsibility to notify you that you have been approved to visit. Corrections Staff **CANNOT** give out this information over the phone. Please don't ask.

Visitor Processing

Visitors should arrive on SCCC grounds **no sooner** than 15 minutes before the start of the visiting period, (10:45am & 4:30pm). They should park and proceed directly to the administration building, Public Access. **WAITING ON GROUNDS OR IN CARS IS PROHIBITED.** All visitors must lock their vehicles and close all windows before leaving the vehicle. People and/or animals are not allowed to remain in the vehicle parking lot during visiting. People who do not go into the visiting room must leave the facility grounds and return at the end of the visiting period to pick up visitors. **SCCC is a NO SMOKING facility. All tobacco items must be locked in your vehicle.** All items on facility grounds are subject to search.

All visitors must register at the visitor reception desk. Current, valid photo identification cards must be presented for **EVERYONE 16 and OLDER**, (Social Security cards are not considered valid identification). Your photo identification must be with you at all times.

Visitors will be required to submit to a search. The visitor must consent to the search or else the visit will be denied and the visitor will be directed to leave the facility grounds and may be suspended from visiting. A staff member of the same gender will search the visitor in private. Please follow the officer's directions. An adult will be allowed to be present for pat searches of children.

No cash is allowed in the visit room. A debitek card may be purchased from the vending machine in the Public Access foyer. Cards are \$1.00 each and can hold up to \$20.00. You must have a single dollar bill to purchase the card. A maximum of \$20.00 is allowed per person each visit. Debit card must remain in the possession of the visitor at all times. There is **NO** change available. You need to bring an assortment of smaller bills. Lockers are provided for keys, extra cash, etc. You will need a quarter for the locker which is returned to you.

Each visitor may carry the following into the visit room: One vending machine debit card, 1 picture Id and life-sustaining medication (necessary dosage only/proof of prescription required). In addition, one diaper bag will be allowed per infant brought in. The diaper bag can contain: 6 disposable diapers, baby wipes, 4 bottles with milk or juice, 2 rattle or teething toys, 1 change of clothes, 1 small receiving blanket, baby food (in its original, unopened container) may be poured in a clear plastic container with the supervision of the visit officer (at PAS) and taken to the visit room.

The visit officer will assign seating. Requests for favored seating will not be honored. **DO NOT ASK.**

Each offender is allowed five (5) visitors at one time. This includes children of any age, including infants.

Kissing, embracing, and/or caressing in an overly amorous manner is prohibited. One brief kiss and embrace while standing will be allowed upon entrance/departure of the visitor.

The facility provides a children's play area for children ages 2 through 10, and has made every effort to provide an environment which will keep children comfortable during visits. However, uncontrolled behavior creates serious safety and security risks. Additionally, it creates an unpleasant visiting atmosphere for others. There is a strong expectation for parents to properly supervise and manage their children. It is the responsibility of both the offender and the visitor to maintain control of their child in the visiting room. Children shall be with the offender or visitor at all times. Parents remain responsible for their children when in the play area. Staff will provide a warning to both the offender and visitor about problems relating to inadequate supervision of children and disruptive behavior. If after this warning the problems continue, the shift commander is authorized to terminate the visit. Suspension of further visiting privileges may occur after appropriate review of the incident.

Children 10 years or younger may be seated on the offender's lap provided the offender is the father, stepfather, or grandfather of the child.

Holding hands above the table is the only body contact which is permitted except for normal parent/child type of contact between an offender and his biological child or stepchild. Hands are not to be under clothing or on the body. No back rubs, back scratching, or hair combing/braiding.

There is no wandering around in the visit room. All visiting is to be conducted at the assigned table. Offenders will not leave the table except to go to the restroom or accompany child to the play area. There is no visiting with other Visitors or Offenders while in the Visit Room. Visitors may only interact with the Offender they are approved to visit. **NO CROSS VISITING.**

Walking to and from the vending machines and game locker is **NOT** allowed for the offenders.

Offenders and visitors may not share single portion foods, drink, or utensils at any time during the visit. Gum is not allowed in the visit room. Visitors may not buy food or drink items for anyone other than the people at their own table. Nothing is to be passed to another table or person by anyone for any reason.

Visitors who need to use the restrooms need to notify the visit room officer. All offender visits to the restroom are scheduled and under direct supervision/observation by custody staff.

Table must be left clean and all trash deposited in the appropriate receptacle.

At the end of the visit, visitors must promptly leave the visit room and offenders report immediately to the search room. **AT NO TIME WILL AN OFFENDER APPROACH THE FRONT VISIT ROOM DOORS.**

If an offender and/or his visitors violate a Visiting room rule/regulation the Officer will issue one verbal warning and log the warning. If the behavior continues the Visit Sergeant will terminate the visit with the approval of the Shift Commander. It should be noted that no warning is required to terminate a visit on a serious violation. The offenders' behavior will be handled according to WAC 137-28, and the visitors behavior according to WAC 275-80, visits.

Visitation Dress Code

Dress standards are necessary to ensure the safety and security of visitors and offenders; to promote a non-offensive, family oriented environment and provide efficient processing of visitors. Therefore, only clothing that is conservative, modest and meets these standards will be acceptable. The following guidelines apply to all visitors age five and older. Visitors who do not meet the dress standards, as determined by the Superintendent/designee, shall not be permitted to visit:

All clothing must be clean and in good repair.

All visitors must maintain good personal hygiene so as not to offend others around them.

All buttons or closures must be fastened to the degree necessary to maintain modesty.

All visitors must wear socks, tights, or pantyhose whichever is suitable for outfit..

Undergarments must be worn;

- a) Male visitors must wear boxer shorts, briefs, or long underwear.
- b) As determined appropriate, female visitors must wear briefs and brassieres: with dresses or skirts, pantyhose, leotards/tights, and briefs, must be worn.

Clothing not allowed:

- Items with holes, rips or tears.
- Low cut (Exposing undergarment, cleavage, back) or shirt/blouses with full front zippers;
- Sheer, transparent or mesh fabrics (Other than hosiery) that is see-through or that exposes undergarments through the fabric. Even if the material is lined it is NOT ALLOWED. **NO** fishnet nylons;
- Tight fitting clothing (Spandex, Lycra, or other rubberized or elasticized material)
- Clothing that refers to obscenity, alcohol, drugs, gang references, or sex in any form;
- Culottes, shorts, cut-offs, halter-tops, tank tops, sleeveless blouses or shirts, no cap sleeves, (sleeves must be long enough that underarms do not show. A minimum of 2" seam from body of shirt to edge of sleeve, under arm), vests, suit jackets, ties, scarves;
- Thongs (any shoe that goes between toes), shower shoes, slippers, or quilted snow or foul-weather style boots or shoes;
- Dresses or skirts with hemlines higher than 3 inches above the center of the knee or slits higher than 3 inches above the center of the knee;
- Wrap around clothing with full-length openings, button down skirts or dresses or skirts too tight to allow officers to easily search the inner leg;
- Camouflage or fatigue clothing;
- Bibbed attire, to include coveralls.
- Money belts or belts with compartments;
- Excessive jewelry or non-searchable jewelry styles. (No more than 2 rings on each hand, 2 necklaces, 2 bracelets, one watch and 2 pair of earrings.) No lockets or pins. No non-prescription sun glasses.
- Shirts or blouses that are longer than hip length must be tucked into pants/skirt. Shirts and blouses must be long enough to ensure no skin is exposed with arms raised.
- Headgear or excessive hair ornamentation; unless medically required and written verification provided, or part of a religious practice;
- Clothing that is difficult to search (i.e., excessive pockets, padding, or layering);
- Any item considered to be a threat to the security and safety of offenders, visitors, or staff as determined by the superintendent/designee. **Such as oversized clothing.**
- Outer garments will not be worn inside the visiting room, i.e.: anything with a hood, windbreaker type jackets (sweat suits, running suits, parachute pantsuits), shawls, coats etc. Fleece full zip jackets.
- **ONLY** pull over style sweatshirts and sweaters without hoods, ¼ zip fleece pullover without pockets, or cardigan style sweaters will be permitted for personal climate needs.
- Capri's are allowed only if **the sewn hems of the legs are no higher than the bottom of the calf.**

Offender Dress Code:

Offender must wear their identification badge in the upper left-hand portion of the chest.

Offenders are allowed to bring one medical alert necklace/bracelet, one wedding ring and one approved religious medallion.

Shirts that are "tuck-in" cut will be tucked in.

Offenders will be appropriately attired in long pants, shirt with sleeves, socks, underwear and shoes.

Pants will remain zipped and buttoned and shirts will be buttoned to at least the 2nd button from the top.

Sweaters may be worn as the sole upper body garment.

Offender Clothing Not Allowed:

- Kitchen whites
- Thermal undershirts
- Headbands or other headgear (Except for religious ceremony).
- Hooded garments
- Shower shoes or thongs
- Jewelry (Except as noted previously)
- Sleeveless shirts of any kind, Plain white t-shirts.
- Rips or tears are not allowed in any clothing

A Comment and Suggestion Form is available for Facility visitors that desire to comment on the visit program or the staff. The Visit Program Sergeant will reply to all forms, which have the optional information area completed, in writing. (All Optional information is handled as confidential within the facility)